



# New Vendor Application

## [Interactive New Vendor Application Instructions](#)

**BEFORE YOU REGISTER, YOU MUST HAVE YOUR FEDERAL ID OR SOCIAL SECURITY NUMBER AVAILABLE.**

- To register as a vendor with the San Bernardino County Interactive Vendor Application Program, go to <http://www.sbcounty.gov/purchasing/>.
- Click on **Vendor Application New or Update** and view required [name abbreviation policies](#). After viewing, click on **Back** in upper left-hand corner to return to **Vendor Application** screen.
- Click on **Apply** and enter your Federal ID or Social Security Number (required as your UserID) and **Submit**.
- All required fields are highlighted in red and must be completed to submit your application. (Please make note of the password you select as it will not be visible to you.)
- **To receive notification of bid opportunities, you must *Select* at least one NIGP Commodity Code. You will see a pop up window that prompts you for a code or description. If you don't know the NIGP Commodity Code you want to select, type in a simple word that describes your product or service (all services start with the number 9, all others are products) then click on **Search**. You can now select one or multiple codes by highlighting the ones you want in blue (to select multiple codes, hold down the "ctrl" key while clicking the codes you want) and then click **Add**. To remove codes from your list, highlight the code(s) and click **Remove**.**
- Once all required fields are completed **Submit Application**. At the top of the form you should now see [Application accepted](#). (If you experience any problems submitting your application, contact Purchasing at (909) 387-2060).

*Congratulations! You are now registered to do business with the County of San Bernardino.*

Rev. 12/05

**TO UPDATE YOUR INFORMATION SEE OTHER SIDE**



# Existing Vendor Update

## Interactive Existing Vendor Update Instructions

**BEFORE YOU UPDATE, YOU MUST HAVE YOUR FEDERAL ID OR SOCIAL SECURITY NUMBER AND PASSWORD AVAILABLE.**

- To update your vendor information with the San Bernardino County Interactive Vendor Application Program go to <http://www.sbcounty.gov/purchasing/>.
- Click on **Vendor Application New or Update** and view required [name abbreviation policies](#). After viewing, click on **Back** to return to the **Vendor Application** screen.
- Click on **Update** and enter your Federal ID or Social Security Number and password, then **Login**. (Your user ID and password can be found on the letter mailed on July 1, 2002 from the San Bernardino County Purchasing Department, or call Veronica Gonzalez at (909) 387-2060.)
- All required fields are highlighted in red and must be completed to update your information. (You can change your password by deleting your current password and entering a new password. Remember to make note of the new password you select as it will not be visible to you.)
- **To receive notification of bid opportunities, you must *Select* at least one NIGP Commodity Code. You will see a pop up window that prompts you for a code or description. If you don't know the NIGP Commodity Code you want to select, type in a simple word that describes your product or service (all services start with the number 9, all others are products) then click on **Search**. You can now select one or multiple codes by highlighting the ones you want in blue (to select multiple codes, hold down the "ctrl" key while clicking the codes you want) and then click **Add**. To remove codes from your list, highlight the code(s) and click **Remove**.**
- Once all required fields are completed **Update Application**. At the top of the form you should now see [Update complete](#). (If you experience any problems updating your information, contact Purchasing at (909) 387-2060.)

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